



TOWN OF GLASTONBURY
www.glastonbury-ct.gov
HISTORIC DISTRICT COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

The Glastonbury Historic District welcomes you to the Certificate of Appropriateness process, an important component of ongoing efforts to maintain and enhance the character and integrity of the Main Street Historic District. Applicants are urged to meet informally with Community Development Planning Staff prior to application submission.

To Be Completed by the Property Owner/Applicant/Agent

- Address of proposed work _____ Date _____
- Owner _____
Signature of Owner (required) _____
- Telephone Number _____ e-mail address _____
- Applicant/Agent (other than owner) _____
- Telephone Number _____ e-mail address _____

To Be Provided by the Property Owner/Applicant/Agent

- ☐ Completed application and materials (9 sets) – submitted to the Glastonbury Office of Community Development, Town Hall, 2155 Main Street, Glastonbury, CT 060333
Application Fee of \$35.00 – check payable to the “Town of Glastonbury”
- ☐ Project narrative/description of all work including details of changes and materials to be used
- ☐ Photo(s) of existing building elevations where changes are proposed – copy of photos printed on 8½ "x 11" sheet(s)
- ☐ Scale drawing/plan for any addition, new building – said drawing/plan shall identify the size and location of all existing buildings and the size and location of all proposed building additions or new structures. If there is any demolition proposed, the extent of the demolition shall be specifically highlighted.
- ☐ Any other exhibits or information that would benefit the Commission

Please be advised that modifications to completed applications will result in a substantially longer Commission review up to and including a new Public Hearing.

Following receipt of a complete application, a Public Hearing will be scheduled by the Historic District Commission. The Public Hearing will be advertised in a newspaper with circulation in Glastonbury and a Public Hearing sign will be posted on the premises 10 days in advance of the hearing.

The Historic District Commission recommends that before any restorations/alterations are done to a historic building, the applicant consult the latest edition of *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring, and Reconstruction Historic Buildings* and *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes*.

For Office Use

Date Received: _____

Fee Paid: _____

Cash / Check

Hearing Scheduled _____

Hearing Advertised

1. _____

Action _____

2. _____

Notice of Action to Applicant _____

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